



U.S. General Services Administration

# Federal Acquisition Service

## **Dollars Subform**

*GSA Training Module for IWAC Region*

# Dollars Subform Training Module Overview

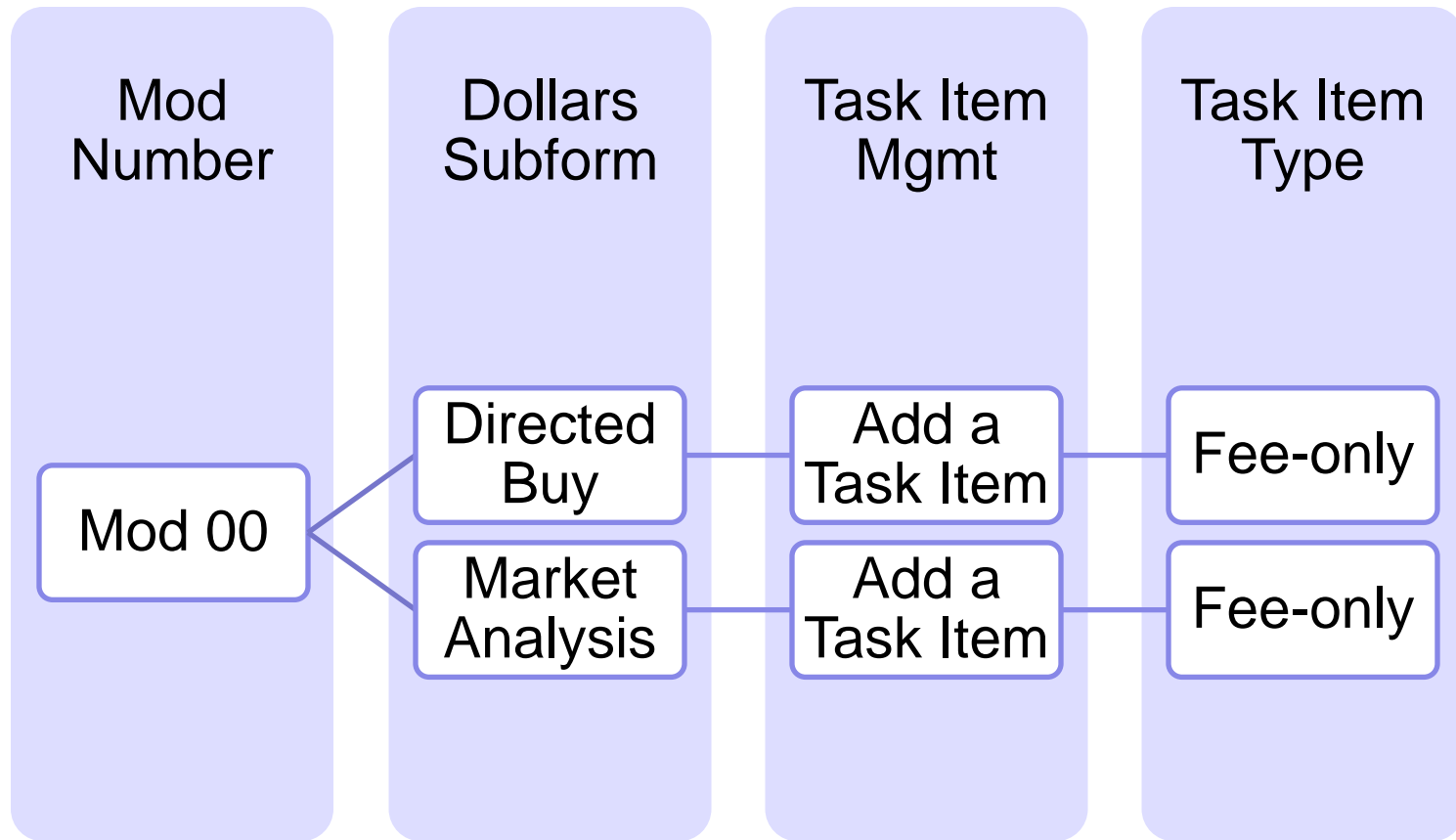
**Description:** This training module will take you field-by-field through the Dollars Subform. The Dollars Subform is a form reused within the Market Analysis and Directed Buy documents in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

**Navigation:** If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.

# Dollars Subform Glossary

Term	Definition
Dollars Subform	The Dollars subform has fields for capturing costs, fees, totals, and money-related values. The Dollars subform needs to be populated and submitted prior to issuance of Notice of Award.
Task Item	A part of a task/delivery order. A task item has its own attributes and obligations.
Active	Attribute of a Task Item. All task items are bid on by the contractors on the RFQ.
Contractor Proposed Amount	Non-editable field that is populated with the task item amounts from the winning contractor's quote. If the parent form on the basic order is a Directed Buy, this field is editable and required to be entered by the user as the amount agreed upon between GSA and the contractor offline.
New Task Item Amount	Field entered by GSA; amount of the award. Must be less than or equal to the Contractor Proposed Amount.
Current Project Value	Non-editable, calculated field; this value is derived as the sum of all task item Contractor Proposed Amount values for all task items whose POP/Delivery Dates fall within the order-level POP/Delivery Date.
Grand Total for Incremental Funding	Non-editable field that is calculated as the sum of all New Task Item Amounts.

# Dollars Subform on a Basic Order



Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### ▼ Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$600,750.00

Total Contractor Proposed Amount: \$600,750.00

### ▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee A			
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5%	\$20,037.50	\$400,750.00	\$420,787.50
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5%	\$10,000.00	\$200,000.00	\$210,000.00

Click the button to calculate the total amounts

Calculate

### ▼ ORDER TOTALS

Prior Order Cost to GSA: \$0.00

Prior Order Cost to Client: \$0.00

Increase/Decrease Order Cost to GSA: \$600,750.00

Increase/Decrease Order Cost to Client: \$630,787.50

Total Order Cost to GSA: \$600,750.00

Total Order Cost to Client: \$630,787.50

Current Project Value is a non-editable, calculated field.

Current Project Value is set to the sum of all task item Contractor Proposed Amount values for all task items whose POP/Delivery date falls within the order-level POP/Delivery Date.

The order-level POP and Delivery Date are displayed next to the Current Project Value field.



Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### ▼ Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Total Contractor Proposed Amount: \$600,750.00

Grand Total for Incremental Funding: \$600,750.00

*Grand Total for Incremental Funding is a non-editable, calculated field.*

Grand Total for Incremental Funding is set to the sum of all New Task Item Amounts for all active task items.

### ▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5% \$20,037.50	\$400,750.00	\$420,787.50	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5% \$10,000.00	\$200,000.00	\$210,000.00	

Click the button to calculate the total amounts

### ▼ ORDER TOTALS

Prior Order Cost to GSA: \$0.00

Prior Order Cost to Client: \$0.00

Increase/Decrease Order Cost to GSA: \$600,750.00

Increase/Decrease Order Cost to Client: \$630,787.50

Total Order Cost to GSA: \$600,750.00

Total Order Cost to Client: \$630,787.50

Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### ▼ Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$600,750.00

Total Contractor Proposed Amount: \$600,750.00

Total Contractor Proposed Amount is a non-editable, calculated field.

### ▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require F

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

Total Contractor Proposed Amount is set to the sum of all Contractor Proposed Amount values for all task items (active or inactive).

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5% \$20,037.50	\$400,750.00	\$420,787.50	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5% \$10,000.00	\$200,000.00	\$210,000.00	

Click the button to calculate the total amounts

### ▼ ORDER TOTALS

Prior Order Cost to GSA: \$0.00

Prior Order Cost to Client: \$0.00

Increase/Decrease Order Cost to GSA: \$600,750.00

Increase/Decrease Order Cost to Client: \$630,787.50

Total Order Cost to GSA: \$600,750.00

Total Order Cost to Client: \$630,787.50

Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Total Contractor Proposed Amount: \$600,750.00

If the same surcharge rate is to be used for all task items then click Yes to enter the surcharge rate and then Apply to update all task items with a Type of Charge of Surcharge and the specified rate. The field defaults to 0.0.

Use this as a tool for quickly populating surcharge rates. Once populated, users can modify individual task items that have a different surcharge rate or have a flat fee.

### Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5% \$20,037.50	\$400,750.00	\$420,787.50	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5% \$10,000.00	\$200,000.00	\$210,000.00	

Click the button to calculate the total amounts

Calculate

### ORDER TOTALS

Prior Order Cost to GSA: \$0.00

Prior Order Cost to Client: \$0.00

Increase/Decrease Order Cost to GSA: \$600,750.00

Increase/Decrease Order Cost to Client: \$630,787.50

Total Order Cost to GSA: \$600,750.00

Total Order Cost to Client: \$630,787.50



Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### ▼ Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$600,750.00

Total Contractor Proposed Amount: \$600,750.00

### ▼ Fee Calculations

The following task items require Funding.

Add a Task Item

View the unique Item No. of each task item.

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5% \$20,037.50	\$400,750.00	\$420,787.50	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5% \$10,000.00	\$200,000.00	\$210,000.00	

Click the button to calculate the total amounts

Calculate

View the type of task item – either COM, FFP, LAB, or FEE

View the task item description. The description can be edited on the BOMSOW up until a Notice of Award is created.

Total Order Cost to GSA: \$600,750.00  
 Increase/Decrease Order Cost to Client: \$630,787.50  
 Total Order Cost to Client: \$630,787.50

Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### ▼ Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$600,750.00

Total Contractor Proposed Amount: \$600,750.00

### ▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require F

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount				
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5%	\$20,037.50	\$420,787.50
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5%	\$10,000.00	\$210,000.00

Click the button to calculate the total amounts

Calculate

### ▼ ORDER TOTALS

Prior Order Cost to GSA: \$0.00

Prior Order Cost to Client: \$0.00

Increase/Decrease Order Cost to GSA: \$600,750.00

Increase/Decrease Order Cost to Client: \$630,787.50

Total Order Cost to GSA: \$600,750.00

Total Order Cost to Client: \$630,787.50

View the Contractor Proposed Amount per task item.

If using a Market Analysis then the Contractor Proposed Amount is populated with the Task Item Quote Amounts pulled from the winning Quote.

If using a Directed Buy then the Contractor Proposed Amount field is editable and required to be entered by the GSA user as negotiated between the GSA and the contractor offline.

Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### ▼ Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$600,750.00

Total Contractor Proposed Amount: \$600,750.00

### ▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

New Task Item Amount is the new amount of the task item. This is the maximum amount that will be awarded to the contractor.

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5% \$20,037.50	\$400,750.00	\$420,787.50	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5% \$10,000.00	\$200,000.00	\$210,000.00	

Click the button to calculate the total amounts

Calculate

### ▼ ORDER TOTALS

Prior Order Cost to GSA: \$0.00

Prior Order Cost to Client: \$0.00

Increase/Decrease Order Cost to GSA: \$600,750.00

Increase/Decrease Order Cost to Client: \$630,787.50

Total Order Cost to GSA: \$600,750.00

Total Order Cost to Client: \$630,787.50

Current Project Value:  (POP From Date To , Delivery Date 11/01/2010)

▼ **Incremental Funding**

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding:

Total Contractor Proposed Amount:

▼ **Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	<input type="text" value="\$400,750.00"/>	<div>\$0.00 \$400,750.00</div>	<input type="text" value="\$400,750.00"/>	Surcharge	<div>5% \$20,037.50</div>	<input type="text" value="\$400,750.00"/>	<input type="text" value="\$420,787.50"/>	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	<input type="text" value="\$200,000.00"/>	<div>\$0.00 \$200,000.00</div>	<input type="text" value="\$200,000.00"/>	Surcharge	<div>5% \$10,000.00</div>	<input type="text" value="\$200,000.00"/>	<input type="text" value="\$210,000.00"/>	

Click the button to calculate the total amounts

Calculate

▼ **ORDER TOTAL**

Prior Order Cost to

Increase/Decrease Cost to

Total Order Cost to

A task item business rule enforces that the *New Task Item Amount* cannot exceed the *Contractor Proposed Amount*.

This business rule enforces the data integrity of the Current Project Value field whose calculation is based on Contractor Proposed Amount values.



Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### ▼ Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$600,750.00

Total Contractor Proposed Amount: \$600,750.00

Cost to Client displays the following calculation:  
*Fee Amount + Cost to GSA*

### ▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require funding.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5% \$20,037.50	\$400,750.00	\$420,787.50	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5% \$10,000.00	\$200,000.00	\$210,000.00	

Click the button to calculate the total amounts

Calculate

### ▼ ORDER TOTALS

Prior Order Cost to GSA:

Increase/Decrease Order Cost to GSA:

Total Order Cost to GSA:

If the Type of Charge for a task item is Surcharge then the Fee Amount column will display an editable surcharge rate field and a non-editable calculated surcharge amount field.

If the Type of Charge for a task item is Flat Fee then the Fee Amount column will display an editable text field for the user to enter the flat fee amount.



A

Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### ▼ Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$600,750.00

Total Contractor Proposed Amount: \$600,750.00

### ▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ No ☐ Yes 5%

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5% \$20,037.50	\$400,750.00	\$420,787.50	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5% \$10,000.00	\$200,000.00	\$210,000.00	

Click the button to calculate the total amounts

Calculate

### ▼ ORDER TOTALS

Prior Order Cost to GSA: \$0.00

Increase/Decrease Order Cost to GSA: \$600,750.00

Total Order Cost to GSA: \$600,750.00

G

Prior Order

Increase/Decrease Cost to

Total Order

Click Calculate to calculate the following values:

- Current Project Value
- Grand Total for Incremental Funding
- Increase or Decrease
- Fee Amount (when Type of Charge = Surcharge)
- Cost to GSA → New Task Item Amount
- Cost to Client = Cost to GSA + Fee Amount
- Order Totals – The order totals are the summation of task item values for all task items.

Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### ▼ Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$600,750.00

Total Contractor Proposed Amount: \$600,750.00

### ▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No

Click on the button to open the Add/Edit Task Item form. The Add/Edit Task Items form gives users the ability to add a fee-only task item to the order.

Active	Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00	\$0.00 \$400,750.00	\$400,750.00	Surcharge	5% \$20,037.50	\$400,750.00	\$420,787.50	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00	\$0.00 \$200,000.00	\$200,000.00	Surcharge	5% \$10,000.00	\$200,000.00	\$210,000.00	

Click the button to calculate the total amounts

Calculate

### ▼ ORDER TOTALS

Prior Order Cost to GSA: \$0.00

Prior Order Cost to Client: \$0.00

Increase/Decrease Order Cost to GSA: \$600,750.00

Increase/Decrease Order Cost to Client: \$630,787.50

Total Order Cost to GSA: \$600,750.00

Total Order Cost to Client: \$630,787.50

**Add / Edit Task Items**

Close Without Saving

Task items may be specified as "Fee-only". Fee-only task items may be used to bill the client a fee that is not directly linked to a specific task item.

- "Fee-only" task items can only be added to the order on the Market Analysis, Directed Buy, or Order Modification.
- Task items that are not "Fee-only" can only be added to the order on the BOMSOW or Order Modification.

Add a FEE-Only Task Item

 Click the *Add a FEE-Only Task Item* button to add a fee-only task item to the order.

**Task Items:**

Active ▾	Type ▾	Item No. ▴	Description ▾	POP From Date ▾	POP To Date ▾	Delivery Date ▾	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	n/a	n/a	11/01/2010	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	n/a	n/a	11/01/2010	

**Fee-Only Task Items:**

Active ▾	Type ▾	Item No. ▴	Description ▾	Billing Preference ▾	Comments ▾	Remove
<input checked="" type="checkbox"/>	FEE	<input type="text"/>	<< Select a description >> ▾	<input type="radio"/> Bill entire amount <input type="radio"/> Use distribution schedule	<input type="text"/>	

Fee-only task items are displayed at the bottom of the form in their own fee-only task items table.

Submit

Close Without Saving

**Add / Edit Task Items**

Task items may be specified as "Fee-only". Fee-only task items

- "Fee-only" task items can only be added to the order on the Market Analysis, Directed Buy, or Order Modification.
- Task items that are not "Fee-only" can only be added to the order on the BOMSOW or Order Modification.

Add a FEE-Only Task Item

**Task Items:**

Active <sup>+</sup>	Type <sup>+</sup>	Item No. <sup>+</sup>	Description <sup>+</sup>	POP From Date <sup>+</sup>	POP To Date <sup>+</sup>	Delivery Date <sup>+</sup>	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	n/a	n/a	11/01/2010	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	n/a	n/a	11/01/2010	

**Fee-Only Task Items:**

Active <sup>+</sup>	Type <sup>+</sup>	Item No. <sup>+</sup>	Description <sup>+</sup>	Billing Preference <sup>+</sup>	Comments <sup>+</sup>	Remove
<input checked="" type="checkbox"/>	FEE		<< Select a description >> <sup>+</sup>	<input type="radio"/> Bill entire amount <input type="radio"/> Use distribution schedule		✕

Submit

Close Without Saving



## Add / Edit Task Items

 Close Without  
Saving

Task items may be specified as "Fee-only". Fee-only task items may be used to bill the client a fee that is not directly linked to a specific task item.

- "Fee-only" task items can only be added to the order on the Market Analysis, Directed Buy, or Order Modification.
- Task items that are not "Fee-only" can only be added to the order on the BOMSOW or Ord

 Add a FEE-Only  
Task Item

## Task Items:

Active <sup>+</sup>	Type <sup>+</sup>	Item No. <sup>+</sup>	Description <sup>+</sup>				
<input checked="" type="checkbox"/>	COM	0001	Workstation				
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	n/a	n/a	11/01/2010	

Fee-only task items require the user to enter:

- Item No.
- Description
- Billing Preference – select whether the client should be billed the fee all at once (Bill entire amount) or over intervals (Use distribution schedule)

## Fee-Only Task Items:

Active <sup>+</sup>	Type <sup>+</sup>	Item No. <sup>+</sup>	Description <sup>+</sup>	Billing Preference <sup>+</sup>	Comments <sup>+</sup>	Remove
<input checked="" type="checkbox"/>	FEE	<input type="text"/>	<< Select a description >> <sup>+</sup>	<input type="radio"/> Bill entire amount <input type="radio"/> Use distribution schedule	<input type="text"/>	

 The Active field is not editable  
for IWAC task items

Submit

 Close Without  
Saving



## Add / Edit Task Items

Task items may be specified as "Fee-only". Fee-only task items may be used to bill for services.

- "Fee-only" task items can only be added to the order on the Market Analysis or Directed Buy workflow.
- Task items that are not "Fee-only" can only be added to the order on the BOMSOB workflow.

[Add a FEE-Only Task Item](#)

### Task Items:

Active	Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Remove
<input checked="" type="checkbox"/>	COM	0001	Workstation	n/a	n/a	11/01/2010	
				n/a	n/a	11/01/2010	

Click **Submit** to validate the data and return to the Dollars Subform.

New task items will be added to the Dollars Subform for amount allocation.

Billing Preference	Comments	Remove
<input checked="" type="radio"/> Bill entire amount <input type="radio"/> Use distribution schedule		

**Submit**

**Close Without Saving**

Current Project Value: \$600,750.00 (POP From Date To , Delivery Date 11/01/2010)

### Incremental Funding

Will this order use Incremental Funds? ☐ Yes ☒ No

Grand Total for Incremental Funding: \$600,750.00

Total Contractor Proposed Amount: \$600,750.00

### Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require

On the Market Analysis and Directed Buy Dollars Subform the Remove icon is only displayed next to task items added on the Add/Edit Task Items page.

Task items added on the BOMSOW can be removed from the BOMSOW under certain conditions.

Add a Task Item

Apply a single surcharge rate across all task items? ☒ Yes ☐ No 5% Apply

If task items were added on the Add / Edit Task Items page then they will be displayed on the Dollars Subform.

				New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
				\$400,750.00	Surcharge	5% \$20,037.50	\$400,750.00	\$420,787.50	
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00					
				\$200,000.00	Surcharge	5% \$10,000.00	\$200,000.00	\$210,000.00	
<input checked="" type="checkbox"/>	FEE	0005	Initial Award Fee	\$0.00					
				\$0.00	Flat Fee	\$500.00	\$0.00	\$500.00	✕

Click the button to calculate the total amounts

Calculate

### ORDER

Prior Order

Increase/Decrease Order Cost to GSA: \$600,750.00 Increase/Decrease Order Cost to Client: \$631,287.50

Total Order Cost to GSA: \$600,750.00 Total Order Cost to Client: \$631,287.50

Task item attributes that are not applicable to fee-only task items are automatically set and disabled.

Enter the amount of the fee-only task item in the Fee Amount field

Clients have the ability to view the Dollars Subform on both types of parent forms: Directed Buy and Market Analysis.

**Directed Buy**
[Go To Order Package](#)

Submitted By: CSR1 IWAC at 10/12/2010  
 Contractor: Jim Contractor (ACME Furniture Co.)  
 Contract Number: GS-28F-0014T  
 Order ID: REQUISITION0004, Mod 00, Revision 00  
 Status: **Ready**

Directed Buy Details: Details are attached.

**File Attachments:**

General Comments:

Clients see a modified version of the Dollars Subform specific to client-facing data

**▼ Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Active	Type	Item No.	Description	Cost to Client
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$420,787.50
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$210,000.00
<input checked="" type="checkbox"/>	FEE	0005	Initial Award Fee	\$500.00

Fee-only task items are displayed to clients and included in the Client Totals, if available

Total Cost: **\$631,287.50**

Prior Order Cost to Client: \$0.00  
 Increase/Decrease Order Cost to Client: \$631,287.50  
 Total Order Cost to Client: **\$631,287.50**

**▶ Edit History**

## Directed Buy

[Go To Order Package](#)

**Submitted By:** CSR1 IWAC at 10/12/2010  
**Contractor:** Jim Contractor (ACME Furniture Co.)  
**Contract Number:** GS-28F-0014T  
**Order ID:** REQUISITION0004, Mod 00, Revision 00  
**Status:** **Ready**

**Directed Buy Details:**  
 Details are attached.

### File Attachments:

**General Comments:**

### ▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Active	Type	Item No.	Description	Price
<input checked="" type="checkbox"/>	COM	0001	Workstation	\$400,750.00
<input checked="" type="checkbox"/>	COM	0004	Demountable walls	\$200,000.00

**Total Order Amount:** **\$600,750.00**

**Prior Order Cost to GSA:** \$0.00  
**Increase/Decrease Order Cost to GSA:** \$600,750.00  
**Total Order Cost to GSA:** **\$600,750.00**

▶ **Edit History**

Contractors only have the ability to view the Dollars Subform on the form to which they have access: the Directed Buy.

Contractors see a modified version of the Dollars Subform specific to contractor-facing data

## Federal Acquisition Service

## Questions & Support

- For questions regarding IWAC Policy please contact [stephen.gervasi@gsa.gov](mailto:stephen.gervasi@gsa.gov)
- For questions regarding the RBA Dollars Subform training module please contact RBA Technical Support:
  - Phone: (877) 243-2889
  - Email: [helpdesk@gsarba.com](mailto:helpdesk@gsarba.com)

